

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
October 17, 2012
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Kathleen Ward, Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:40 a.m. by the Chairperson.

MINUTES

A motion was made by Ms Ward and seconded by Ms Hall to accept the minutes of the September 20, 2012 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms Hall and seconded by Ms Ward to approve the September bills. Motion approved unanimously.

Financial Reports –A (General)

The Financial Reports were not available.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the September Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr Eddy reported that the Committee meeting was this afternoon.

General Reports

Mr. Eddy reported that there was some confusion as to reporting Renter's Rebate to the Housing Authority for recertification. Ms Fields noted that the misunderstanding has been cleared up and that Renter's Rebate is being reported to the Housing Authority. Renter's Rebate is not included in income for determining rent. It does allow the Housing Authority to have a better and fuller understanding of the financial health of its residents and allows the Resident Coordinator to help residents who are not aware of this benefit to apply and receive Renter's Rebate.

AD HOC COMMITTEE REPORTS

Affordable Housing Committee

The committee has not met. Ms Fields stated that she would like to address the Board in Executive Session.

Executive Session

Ms Fields raised several issues which are subject to privileged communications. The Chairman responded that the issues should be considered in executive session.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to invite Ms Fields to the Executive Session and to go into Executive Session at 9:37 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:10 a.m.

UNFINISHED BUSINESS

Legal Updates

Ms Fields reported that all legal updates were addressed in the previous Executive Session.

NEW BUSINESS

Wrights Village Tree Trimming and Removal

Three bids were received for tree trimming and/or removal. After review and discussion with Ms Tully, project manager, Ms Fields is recommending Dennis Panu Arborist, Inc. be hired to perform the work.

A motion was made by Ms Hall and seconded by Mr. Simonsen to sign a contract not to exceed \$4,000. Motion approved unanimously.

Holinko Estates Tree Trimming and Removal

Three bids were received for tree trimming and/or removal. After review and discussion with Ms Tully, project manager, Ms Fields is recommending Dennis Panu Arborist, Inc. be hired to perform the work.

A motion was made by Ms Ward and seconded by Mr. Eddy to sign a contract not to exceed \$6,000. Motion approved unanimously.

Wrights Village Sidewalk Repair

Two bids were received for sidewalk repair. After review and discussion with Ms Tully, project manager, Ms Fields is recommending P. Willis Construction, Inc. Before signing a contract, Ms Fields will request a unit cost so that if there is additional sidewalk to be added to the contract, a predetermined price will be established.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to sign a contract in an amount not to exceed \$10,000.

Rent Increase Resolution

Ms Fields stated that no tenant from either property showed for the scheduled tenant meeting to discuss rent increases, nor were there any other communications received by Ms Fields from any tenant.

RESOLUTION

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield increase the base rent at Holinko Estates and Wright's Village to meet increased costs of management and capital needs of the property.

THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD THAT:

The Base Rent at Holinko Estates will be increased, effective May 1, 2013 as follows:

- a. Two Bedroom Flats from \$550 to \$560 per month.
- b. Two Bedroom Townhouses from \$580 to \$590 per month.
- c. Three Bedroom Flats from \$615 to \$625 per month.
- d. Three Bedroom Townhouses from \$645 to \$655 per month.
- e. Four Bedroom Townhouse from \$715 to \$725 per month.

The Base Rent at Wright's Village will be increased, effective January 1, 2013 as follows:

- a. Small One Bedroom from \$275 to \$285 per month
- b. Large One Bedroom from \$285 to \$295 per month

A motion was made by Mr. Simonsen and seconded by Eddy to approve the rent increase resolution above. Motion approved unanimously.

MEETING DATE CHANGE

No change to November Regular Meeting

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:30 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson